

**MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: December 8, 2015
SUBJECT: Video Distribution and Control System Upgrade Change Order – ExhibitOne Corporation

ACTION REQUESTED

Approve Purchase Order change order with ExhibitOne Corporation of Phoenix, AZ for furnishing and installing a complete video distribution and control system upgrade, in the amount of \$1,897 and increasing the total to \$64,659. Funding is provided by charges to County Departments through the Countywide Systems fund; and

Approve a Budget Revision in the Countywide System's FY 2015-16 appropriation to increase the Fixed Asset – Equipment budget by \$1,897.

BACKGROUND

The Administrative Services Department's Telecommunications Division manages the audio/visual systems that are utilized for the production of the Board of Supervisor bi-weekly meetings. On September 1, 2015, your Board approved the award of competitive Bid No. 10473 to ExhibitOne Corporation of Phoenix, AZ for furnishing and installing a complete video distribution and control system upgrade in the contract award amount of \$62,762; and approved a budget revision and the addition of the video distribution control system upgrade to the Master Fixed Asset List.

ExhibitOne brought to the attention of Telecommunications that the project design will require additional equipment. This additional equipment requires a change in the contract amount of \$1,897 and a budget revision in the Countywide Systems' FY 2015-16 appropriation to increase the Fixed Asset – Equipment budget.

The increased amount of \$1,897 exceeds the Master Fixed Asset Board approved amount. Therefore, your Board's approval is required to increase PO093823 by \$1,897 to a new purchase order total of \$64,659 and to proceed with a budget revision.

FISCAL IMPACT

Funding for this change order, in the amount of \$1,897, is included in the FY 2015-16 Final Budget for Countywide Systems (06240). Countywide Systems is an Internal Service Fund that charges County departments for the costs of services and equipment.

The FY 2015-16 budget revision is required to shift previously budgeted funds of \$1,897 to the Fixed Asset – Equipment account.

Cc: Allison McCrossen, Principal Management Analyst
Melissa Nunnink, Administrative & Fiscal Operations Manager
Kathy Buchanan, Deputy Director of Information Technology
Dieter Wittenberg, Information Technology Division Manager

BUDGET REVISION

PAS DOCUMENT NO. _____

POST DATE:

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
10	BR	3,794.00	2

Cash Transfer Required

Reserve Cancellation Required

Establish Reserve Required

Handwritten initials

Auditor-Controller *SL*

County Executive

Board of Supervisors

420

ESTIMATED REVENUE ADJUSTMENT											APPROPRIATION ADJUSTMENT												
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT		
											10	15		250	104	MEDIAS			2534			1,897.00	
											10	14		250	104	MEDIAS			4451			1,897.00	
										TOTAL												TOTAL	3,794.00

REASON FOR REVISION: Technical Budget revision for Exhibit One BOS chambers upgrade change order #1

Prepared by Melissa Nunnink Ext 4208

Department Head *[Signature]*

Board of Supervisors _____

Date: 8/9/10

Page: _____

Budget Revision # _____ FOR INDIVIDUAL DEPT USE

Distribution: ORIGINAL ONLY to Auditor

capital asset.

01:00:00
BY: [unclear]